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TSG/APSD-104/70
29 September 1970

MEMORANDUM FOR: Executive Director, NPIC **H**

SUBJECT: Suggested Training Procedure for Non-Professional Training Program

1. First of all, I wish to express my appreciation for providing me with the opportunity to attend the Career Board meeting of 24 September. It was a worthwhile and interesting experience.

2. As a result of attending this meeting, I feel that perhaps I may be able to provide you with a few additional thoughts. They may be of assistance to you in considering non-professional training.

3. In this day of tight money and possibly fewer personnel, I did not envision an elaborate effort that would give any semblance of complexity or bureaucracy. To begin with, I don't think either are necessary and I feel that the program can be successfully implemented with available personnel and more importantly, through available channels. Therefore, I had envisioned a general procedure along these lines:

a. Each Group would advertise, through the CSB, the non-professional training "opening" or "openings" that it has available. (This could be done at any CSB meeting, but a scheduled review of program submissions or activity of each Group should be exercised semi-annually or annually.)

b. Advertisements for training "openings" would be posted or circulated throughout the Center.

c. Eligible personnel would indicate interest through their Branch/Division Chiefs.

d. The Division Chief would submit the names of all interested applicants to the Group advertising the "opening" along with his personal recommendation of the best or most promising applicant. The

GROUP 1
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Division Chief could also submit names and recommendations on personnel he thinks are energetic or deserving candidates, even though they did not make application.

e. The Division Chief within the Group advertising the "opening" would, from the list of applicants, select the best qualified applicant. His selection would be submitted to the CSB for approval.

f. After the applicant has been approved by the CSB and after the Division Chief has carefully reviewed the applicant's needs, he would prepare a tailored training schedule for the trainee. (The Division Chief would maintain prime administrative responsibility for seeing the individual trainee receives all training he has scheduled.)

g. The Division Chief would make arrangements with appropriate Groups for training required from the Group to fulfill his training objectives for the individual. If negotiations cannot be mutually arranged, the case would be brought before the CSB for solution.

4. Using the outlined approach would not involve any great expense or additional personnel to administer the program. The burden of administration would rest on the Division Chief who will ultimately benefit.


Chief, Applied Photo Science Division,
TSG/NPIC

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